



STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES, PROCEDURES AND
GUIDELINES

POLICY NO.

NO. of PAGES

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EFF. DATE

REV. NO.

November 13, 2002

TITLE:

**RECRUITMENT AND SELECTION POLICY GUIDELINES FOR
PUBLIC EMPLOYMENT - COMPENSATION OF EMPLOYEES
SELECTED TO CIVIL SERVICE POSITIONS**

APPROVED:

/s/ Davis K. Yogi, Director
Dept. of Human Resources Development

Attachment B, Executive Order 02-04

COMPENSATION

1. Exempt employees who move to civil service positions through departmental competitive announcements and competitive jurisdictional announcements shall have the transaction considered new appointments, and pay adjustments upon these new appointments shall be as prescribed in this paragraph.
2. The exempt employee who is transferred into the civil service in accordance with paragraph 1 above shall be appointed to a civil service position and shall have his or her pay adjusted in accordance with the compensation adjustment provisions of the appropriate Collective Bargaining Agreement, if such provision exists.
3. The exempt employee who is appointed in accordance with paragraph 1 above shall gain membership into the civil service upon satisfactorily completing an initial probationary period.
4. An exempt employee who is granted membership into the civil service pursuant to legislation, whose program has been made permanent, or who is appointed to a civil service position in accordance with the merit principle shall retain the basic rate of pay the employee was receiving immediately prior to being granted civil service status; provided:
 - a) If the employee's rate of pay falls between two (2) steps in the salary schedule, the Employee shall be compensated at the lower step.
 - b) If the employee's rate of pay falls below the minimum step of the salary schedule, the employee shall be compensated at the minimum step.
 - c) If the employee's rate of pay falls above the maximum step of the salary schedule, the employee shall be compensated at the maximum step.
5. Exempt employees selected from an open competitive list to civil service positions other than described in paragraph 1 above, shall be compensated at the initial step of the salary range.



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6. Civil service employees who receive a new appointment into a civil service position in a different bargaining unit or excluded unit, and where the collective bargaining agreement does not apply (e.g., jurisdiction between bargaining units and/or excluded units) shall be compensated as follows:
- a) If the employee's rate of pay falls between two (2) steps in the salary schedule, the Employee shall be compensated at the lower step.
 - b) If the employee's rate of pay falls below the minimum step of the salary schedule, the employee shall be compensated at the minimum step.
 - c) If the employee's rate of pay falls above the maximum step of the salary schedule, the employee shall be compensated at the maximum step.